

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978

MRO PAM 25-1-1

CEMRO-IM-CR

Pamphlet
No. 25-1-1

1 October 1994

Information Management
FORMS MANAGEMENT

1. Purpose. This pamphlet provides guidance for the requisitioning of blank forms and furnishes an updated index of locally approved forms. Entries are current as of 1 June 1994.
2. Applicability. It is applicable to Omaha District and its serviced activities.
3. General.

- a. Locally approved forms fall into the following categories:

(1) Reproducible masters of higher echelon forms are maintained in Records Management within Customer Assistance Branch, Information Management Office. These forms have an "R" designation. "R" forms are authorized for local reproduction. If forms are needed, a request must be submitted on DPS DBO 5600/4 (3-94), Duplication/Reproduction/Microform Request.

(2) Forms which are stocked in the District Forms Stockroom.

(3) Forms used and controlled by one staff element.

- b. The index of local approved forms (appendix A) is divided into the following sections:

SECTION I MRO Forms

SECTION II Form Letters (MRO and MRD)

SECTION III MRD Forms (with a few exceptions these forms are for Division use only)

SECTION IV MRD Standard Forms (authorized for use in Division and District offices)

SECTION V Numbered Disposition Forms (DF) have been converted to Memorandum Forms ((MF) effective 1 January 1989. (Omaha District and Missouri River Division)

4. Procedures.

a. Requisitioning of Forms. Requisitions for all forms (including letterhead) must be routed through and approved by Records Management prior to forwarding to the Defense Printing Service for printing. Prior to requisitioning a blank form, contact the Forms Stockroom at extension 3122 to ascertain if the form desired is in stock. If it is available, it may be obtained there or in the This

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proponents' office. If the form is not available in the stockroom, submit a copy of the form attached to DPS DBO 5600/4 (3-94) to Records Management within Customer Assistance Branch.

b. Initiation and Revision of Forms.

(1) Requesting revision of an existing form and/or construction of a new form requires the submission of DA Form 1167, Request for Approval of Form. A rough draft of the exact wordage, figures, number of lines, etc., must be submitted with two (2) copies of DA Form 1167 to Records Management. A copy of the prescribing directive for use of the requested form must be attached if the form is to be used by two or more office elements.

(2) Before revising a form, contact the stockroom at extension 3122 to see how many are in stock. Use this amount before requesting a revision, if possible.

(3) All new forms will be stocked in the stockroom unless it is certain no other office will be using the form.

5. Electronic Forms. All locally created forms (MRO and MRD) will be electronically created when feasible.

FOR THE COMMANDER:

/s/
ROBERT L. SUTHARD, JR.
MAJ, EN
Deputy Commander

2 Appendices
APP A-Index of Local Forms
APP B-Obsolete Forms

DISTRIBUTION:
D
CEMRD-C
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APPENDIX A

SECTION I

OMAHA DISTRICT FORMS

<u>FORM NO.</u>	<u>TITLE</u>	<u>OFFICE CEMRO-</u>	<u>EDITION DATE</u>
MRO 222	Survey Report	ED-G	1 Mar 60
MRO 368	Travel Information	RE	1 Jul 80
MRO 526	Weather Observers Monthly Rainfall Record	ED-H	1 Apr 78
MRO 640	Contract Record	CD-C	1 Dec 72
MRO 651	Switching Instructions	OP	1 Apr 80
MRO 669	Daily Generator Operating Report	OP	1 Sep 80
MRO 674	Average Annual Damages	PD	Feb 54
MRO 707	Omaha District Routing Slip	IM-C	1 Sep 94
MRO 724	Mailing List Form	CT	1 Nov 82
MRO 765	Contract Pay Estimate Register	RM-F	1 May 78
MRO 767	Check Sheet, Fort Randall Powerhouse Draft Tube Equalizing & Penstock Pressuring Operations	OP	1 Jun 72
MRO 771	Report of FY Earnings	CD-C	1 Jun 78
MRO 789	Real Estate Tract Audit	RE	1 Jul 72
MRO 813	Qualification Work Sheet	HR	1 Jan 80
MRO 819	Cover Sheet for ENG Form 3938 Contract Modification Proposal and Acceptance	CD-C	1 Nov 92
MRO851	Certificate of Authority	RE	1 Oct 91
MRO 853	Record of Evaporation and Climatological Observations	ED	1 Jul 64
MRO 891(E)	Fort Peck Project Hydroclimates	OP-H	1 Jul 94
MRO 893	Daily Transmission Log	OP-H	1 Oct 91
MRO 896	Transformer Yard Records	OP	15 Jan 77
MRO 978	Circuit Breaker Inspection Report	OP	1 Sep 61
MRO 979	Insulating Oil and Nitrogen Gas Analysis Test Report	OP	1 Sep 87
MRO 985	Annual Statement of Receipts and Expenditures	RE	1 Nov 65
MRO 1022	River Record	OP	Mar 62
MRO 1032	Oahe Power Plant - Transformer - Oil Circuit Breaker Record	OP	1 Sep 90
MRO 1059	Battery Record	OP	Aug 62
MRO 1089	Pre-Leasing Data & Negotiators Report	RE	1 May 73
MRO 1093	Hourly Load Schedule	OP	1 Dec 65
MRO 1106	Electronic Equipment Outage/Completion Report	OP	1 Jan 80
MRO 1116	Turbine Inspection	OP	1 May 84
MRO 1120	Panel Schedule	ED	1 Aug 85

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<u>FORM NO.</u>	<u>TITLE</u>	<u>OFFICE CEMRO-</u>	<u>EDITION DATE</u>
MRO 1143	Routine Maintenance Card	OP	15 Mar 76
MRO 1181	Annual Management Plan	RE	1 Dec 64
MRO 1186	Backing Sheet for appraisal Photographs	RE-E	1 Jan 65
MRO 1214	Inspection of Digital Recorder	ED-H	1 Jun 65
MRO 1216	Miscellaneous Power Plant Equipment Inspection and Test Report	OP	1 Jul 65
MRO 1217	Power Plant Index Tests	OP	1 May 84
MRO 1218	Schedule of Prices and Rates	RE-M	1 Jul 65
MRO 1224	Watt-Hour Meter Test Report	OP	Sep 65
MRO 1241	Sample Transmittal Record	ED	1 Nov 65
MRO 1243	Memorandum of Understanding	CD-C	1 Feb 84
MRO 1244	Inspection of Property, Recreation, Concession, and/or Wildlife Purposes	RE	Sep 69
MRO 1247	Status of Record Drawings	ED-A	Jul 70
MRO 1250	Documentation for Liquidated Damages	ED	1 Feb 87
MRO 1251	Construction Details	RE-M	1 Aug 85
MRO 1259	Application for Recreational - Educational and/or Religious Organized Group Camp Site	RE-M	Mar 66
MRO 1261	Generator Pole Drop Test and Rotor Inspection	OP	1 Feb 84
MRO 1262	Insulation Resistance Tests	OP	1 Jun 73
MRO 1269	Generator Stator Inspection and Generator Bearing Lub Oil Tests	OP	1 Feb 74
MRO 1276	Final Payment Release	ED-D	1 Feb 69
MRO 1276a	Work Order(s) Final Payment Release	ED-M	1 Mar 84
MRO 1286	Real Estate Disposal Record Card Surplus Improvements	RE-M	1 Sep 66
MRO 1295	Real Estate Disposal Record Card - Report of Excess	RE-M	1 May 80
MRO 1297	Inspection Report	OP	1 Apr 83
MRO 1311	Lighting Fixture Schedule	ED	1 Oct 83
MRO 1325(E)	Roll Sheet	HR-3	15 Feb 94
*MRO 1327	Offer to Rent	RE-A	1 Oct 75
*MRO 1332	Application for Enrollment in I.C.S. Correspondence Courses	OP-H	1 Aug 89
*MRO 1340	Designation of Lessor's Agent	RE	15 Nov 75
MRO 1342	Bubble Gage Log Sheet	ED	1 Oct 67
MRO 1355	Inspection of Boiler or Pressure Vessel	OP	1 Apr 80
MRO 1360	Test Report Molded Case Circuit Breaker and Thermal Overload	OP	May 68

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<u>FORM NO.</u>	<u>TITLE</u>	<u>OFFICE CEMRO-</u>	<u>EDITION DATE</u>
MRO 1361	Test Report - Low Voltage Circuit Breaker	OP	May 70
MRO 1364	Determination of Eligibility Homeowners Assistance Program	RE	1 Sep 68
MRO 1364b	Appraisal Report - Homeowners Assistance Program (Page 3)	RE-E	1 Jun 68
MRO 1366	Sediment Samplings Notes	ED-H	Feb 71
MRO 1385	Concessionaire's Annual Financial Statement	RE-M	1 Jan 69
MRO 1402	Quitclaim Deed	RE-M	16 Sep 74
MRO 1409	Travel Data	HR	May 69
MRO 1410	Leasing Data	RE	Jan 70
MRO 1423	Qualifications Analysis and Assessment of Potential for Supervisory Positions	HR	1 Jun 79
MRO 1429	Promotion Agreement	OP	1 Feb 79
MRO 1453	Job Element Rating Sheet for Inservice Placement	HR	1 Mar 78
*MRO 1457	Registration Card	RE-P	15 Apr 76
MRO 1466	Power Plant Operating Statistics	OP	1 Feb 80
MRO 1472	Mod No. 1, Change Order No. 1 to Lease	RE	1 Apr 89
MRO 1479	Time and Attendance Supporting Documents	MRD-AO-O	Oct 70
MRO 1486	Joint Condition Survey Covering Items of Restoration	RE	Jan 71
MRO 1506	Contract Completion Notification	CD	May 71
MRO 1511	Lease Obligation Record	RE-P	1 Oct 83
MRO 1514	Hydraulics Telephone Report	ED-H	May 71
MRO 1516	Traverse Compilation	ED-G	Aug 71
MRO 1525	Evaluation Grade by Examining Board	OP	1 Dec 77
MRO 1527	Daily Generator, Turbine, Transformer and Breaker Operating Report	OP	Sep 71
MRO 1532	Position Request Action	HR	16 Sep 74
*MRO 1548	Corporate Certificate	RE	1 Feb 88
MRO 1550	Computation Sheet	ED-D	1 Dec 83
MRO 1553	Record of Equipment Operator	SO	1 Feb 84
MRO 1555(E)	Performance Rating of A-E Contractor	ED-M	15 Dec 93
MRO 1558	Cover Sheet for Payroll Register	RM-C	1 Aug 73
MRO 1579(E)	Safety Exposure Report	SO	1 Dec 93
MRO 1581	Checklist to Accompany Final Payment Estimate, ENG Form, for Contract No.	CD	1 Dec 90
MRO 1584	Operation and Maintenance, General Appropriation, Non-routine Work Request	OP	1 Feb 88
MRO 1593	Section 10 Investigation Report	OP	15 Oct 74
MRO 1602	Stream Discharge Measurement	ED-H	1 Feb 75

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<u>FORM NO.</u>	<u>TITLE</u>	<u>OFFICE CEMRO-</u>	<u>EDITION DATE</u>
MRO 1604	Geodolite Data Sheet	ED-G	1 Mar 75
MRO 1606	Certificate of Agent's Authority	RE-A	1 Apr 75
MRO 1607	Out Grant Layout	RE-P	1 Sep 80
MRO 1612	Microfilm ID Sheet	OP	1 Aug 75
MRO 1621	General Purpose Work Sheet (11 x 8-1/2)	IM-C	1 Jan 76
MRO 1621a	General Purpose Work Sheet (8-1/2 x 11)	IM-C	1 Jan 76
MRO 1627	Sample Label: Miscellaneous Chemical or Physical	ED-H	1 Mar 85
MRO 1665	Protective Relay Test Report	OP	1 Jan 79
MRO 1669	Elevator Inspection Report	OP	1 Sep 78
MRO 1671	Detailed Project Schedule (PB-2A)	MD	1 Jun 77
MRO 1674	Micrographics Register	IM-C	1 Dec 83
MRO 1690	Inspection Checklist	ED-G	1 Jan 78
MRO 1695	Cumulative Schedule of Obligations and Expenditures	MD	1 Oct 79
MRO 1696	Land Use Data	PD-E	1 May 88
MRO 1709	Information Card	PD-P	1 Apr 88
MRO 1713	Standard Penetration Tests	ED-G	1 Dec 78
MRO 1737	Office Inlease-Appraisal Request Form	RE-E	1 Mar 80
MRO 1740	Pay Register Update	RM-C	1 Jun 91
MRO 1756	Request for Visual Information Services	IM-C	15 Sep 92
MRO 1757	Room Finish Schedule	ED-A	1 Jan 81
MRO 1757a	Door Schedule	ED-A	1 Oct 82
MRO 1757b	Room Finish Schedule (Condensed)	ED-A	1 Jan 82
MRO 1757c	Room Finish Schedule (Blank)	ED-A	1 Sep 85
MRO 1761	Long Form Dump	RM-F	1 Jul 87
MRO 1762	Set up an Organization	RM-F	1 Jan 86
MRO 1769	Payroll Change Slip	RM-F	1 Feb 82
MRO 1770	"No Jacket" Notice	RM-F	1 Feb 82
MRO 1772	Request for Maintenance or Services	OP-M	1 Mar 82
MRO 1774(E)	Job Hazard Analysis for CE Operations	SO	1 Dec 93
MRO 1777	Quiet Hours Gate Pass	OP	1 May 82
MRO 1781	Suggestion Cover Sheet	RM-M	1 Aug 90
MRO 1789	Key Control Card	LM-S	1 Dec 83
MRO 1794	Rev of Arch-Eng Responsibility	ED-M	1 Feb 90
MRO 1794b	Review of A-E Responsibility on Superfund	ED-M	1 Nov 88
MRO 1796	PL 84-99 Inspection Checklist	ED-G	1 Jun 88
MRO 1803	Joint Review	RM-F	1 Apr 85
MRO 1804	Omaha District Transmittal Record	RM-F	1 Apr 85
MRO 1805	Commercial Boat Permit	OP-N	1 May 85
MRO 1806	Quality Assurance Review Assignment Sheet	RM-F	1 Aug 85

<u>FORM NO.</u>	<u>TITLE</u>	<u>OFFICE CEMRO-</u>	<u>EDITION DATE</u>
MRO 1817	Proposal for Cost Control/Reduction to Design of Construction Projects	ED-V	1 Jan 89
MRO 1824	Notice of Noncompliance	CD-Q	1 Jan 90
MRO 1825	Codes and Definitions for Identifying Members of Reserve Components	HR	1 Feb 86
MRO 1826(E)	Tax Status Certification	RM-F	15 Feb 94
MRO 1827(E)	Hazardous Chemical Inventory	SO	1 Dec 93
MRO 1829	Value Engineering Proposal	ED-V	1 Feb 87
MRO 1830	Copier/Printer Paper Request	LM-S	2 Mar 87
MRO 1831	M&D Internal Time Report	RE-M	1 Jun 87
MRO 1832	Collections Section Bill Attachment	RM-C	1 Sep 87
MRO 1832a	Data for Bill for Collections	RM-C	15 Apr 91
MRO 1833	Payroll Checklist for Employees Separating	RM-C	1 Nov 89
MRO 1834	Payroll Adjustment Document	RM-C	1 Sep 87
MRO 1835	Payroll Biweekly Control Sheet	RM-C	15 Apr 93
MRO 1836	Fire Extinguisher Tag	SO	1 Sep 87
MRO 1837a/b/c	Project Manager's Work Pad	PD	1 Nov 87
MRO 1838	Fire Hydrant Flow Test Report	ED-M	1 Nov 87
MRO 1840	System Diagram	RM-M	1 Mar 88
MRO 1842	Engineering Review Comments	ED-M	1 Jul 89
MRO 1842a	Engineering Review Comments (Cont'd)	ED-M	1 Jul 89
MRO 1843	Camping Credit Voucher	OP-N	1 Nov 88
MRO 1844	Blanket Purchase Agreement Call Register	CT-P	1 Jan 89
MRO 1845(E)	Personnel Clearance Record	HR-S	1 Nov 93
MRO 1846	Request for Value Engineering Review	ED-V	15 May 92
MRO 1847(E)	User Service Request	IM-P	1 Nov 93
MRO 1848(E)	Justification for Acquisition Request (JAR)	IM-P	1 May 93
MRO 1853	Analysis and Comparable Sale Data	RE-E	15 May 92
MRO 1854(E)	Request for Microfiche	IM-C	15 Feb 94
MRO 1855(E)	F&A Branch, Collection Section Request for Microfiche	IM-C	15 Feb 94
MRO 1856(E)	Request for Source Documents	IM-C	15 Feb 94
MRO 1858(E)	Contract and Modification Record	CT-A	1 Dec 93
MRO 1860	Request to Calculate Lost Earnings/Transfer of Funds	RM-C	1 Jun 91
MRO 1861	Monthly Expense Transaction Log	IM-C	15 Feb 94
MRO 1862	Services Rating	LM	1 Nov 91
(Test)			

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<u>FORM NO.</u>	<u>TITLE</u>	<u>OFFICE CEMRO-</u>	<u>EDITION DATE</u>
MRO 1863	Record of Credit Card Orders	CT-P	1 Dec 92
MRO 1864(E)	Review of Site Safety and Health Plan (SSHP) or Safety and Health Program	SO	1 Dec 93
MRO 1865	Logistics Management Office Work Order	LM	1 Oct 92
MRO 1866(E)	IMO Employee of the Quarter Nomination	IM	1 Nov 93
MRO 1867	Time & Labor Report	IM-C	1 Jan 93
MRO 1868	Library Order Card	IM-C	1 Feb 93
MRO 1869	Phone Trouble Report	IM-C	1 Jun 93
MRO 1871(E)	Contract Discrepancy Report	IM-C	1 Sep 93
MRO 1872	SL-1 Phone (Test)	IM-C	24 Jan 94
MRO 1873(E)	Process Action Team Proposal	RM-M	1 Apr 94

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SECTION II

OMAHA DISTRICT AND MISSOURI RIVER DIVISION FORM LETTERS

<u>FORM NO.</u>	<u>TITLE</u>	<u>OFFICE CEMRO-</u>	<u>EDITION DATE</u>
MRO FL 77A(E)	Final Inspection Release	EM	Oct 93
MRO FL 217	Homeowners Assistance Program Acceptance Letter	RE-M	Apr 70
MRO FL 244(E)	Invoice-Nonreceipt(7 days)	RM-F	1 Dec 93
MRO FL 245(E)	Invoice-Nonreceipt (14 days)	RM-F	1 Dec 93
MRO FL 246(E)	Invoice-Nonreceipt (60 days)	RM-F	1 Dec 93
MRO FL 247(E)	Invoice-Discrepancy Notice	RM-F	1 Dec 93
MRO FL 248(E)	Invoice-Discrepancy Notice	RM-F	1 Dec 93
MRO FL 254	Homeowners Application	RE	1 Apr 77
MRO FL 312	Statement of Determination	RE	1 Jun 76

MISSOURI RIVER DIVISION FORM LETTERS

MRD FL 22	Transmittal of Reports of Inspection	MRD-CO-C	1 Jun 87
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SECTION III

MISSOURI RIVER DIVISION FORMS

<u>FORM NO.</u>	<u>TITLE</u>	<u>OFFICE CEMRO-</u>	<u>EDITION DATE</u>
MRD 71	Test of Fine Concrete Aggregate	ED-L	1 Aug 55
MRD 71a	Test of Coarse Concrete Aggregate	ED-L	1 Aug 55
MRD 177	Missouri River Division Routing Slip	IM-C	1 Mar 94
MRD 184	Engineering Division (Rousing Slip)	ED	Jul 93
MRD 615	Resistance of Concrete Beams to Accelerated Freezing and Thawing	ED-L	1 Feb 57
MRD 702	Shop Work Order	ED-L	15 Mar 60
MRD 756	Triaxial Compression Test Report	ED-L	1 May 80
MRD 773	Office Machine Trouble Report	MRO-LM	1 Feb 90
MRD 778	Publications Control Card	MRO-IM	1 Sep 77
MRD 808	Processing Record of Directives	MRO-IM-C	1 Mar 78
MRD 958	Strong-Motion Accelerographic Station Inspection Report	ED-L	1 May 85
MRD 962	Microcomputer Hardware/Software Request	IM-IE	15 Jun 92
MRD 963(E)	Work Schedule Time Record	RM	1 Jan 94
MRD 964	Conference Room Reservation	IM-C	1 Jul 93

SECTION IV
MISSOURI RIVER DIVISION STANDARD FORMS
("O" SERIES)

<u>FORM NO.</u>	<u>TITLE</u>	<u>OFFICE CEMRO-</u>	<u>EDITION DATE</u>
MRD 02	Suspended Sediment Laboratory Analysis	ED-L	Apr 71
MRD 072	Sieve Analysis of Bed Samples	ED-LS	1 Aug 85
MRD 074	Daily Exploration Report	MAO-ED-GA	1 Aug 82
MRD 0114	Sample Identification Sheet	ED-I	Jun 71
MRD 0156a	Mailing Labels - Omaha District	MRO-IM-C	15 Dec 92
MRD 0156d	Mailing Labels - Central Payroll	MRO-RM-C	1 Aug 90
MRO 0156e	Mailing Label for Kansas City Project Office	MRK-FM-LVKC	16 Nov 92
MRD 0159(E)	Partial Payment Record	MRO-RM-F	1 Jul 94
MRD 0190	Construction Labor Standards Enforcement Report	MRO-OC	1 Oct 79
MRD 0590	Computation Sheet (10 column, 8 1/2 x 11)	MRO-ED	1 May 60
MRD 0590a	Computation Sheet (16 column, 1 1/2 x 11)	MRO-ED	6 Nov 47
MRD 0640	VA Analysis Chart	ED-L	Dec 70
MRD 0677	Powerplant Major Equipment Failure & Improper Operations Report	MRO-OP-H	1 Aug 90
MRD 0681	Plant Data Card	MRO-OP	1 Dec 86
MRD 0691	Engineering Review Comments	ED-T	1 Aug 75
MRD 0699	Application for Motorboat Operators; Certificate	MRO-OP	Aug 82
MRD 0701	Completion Report	MO	1 Feb 60
MRD 0744	Station Index-Gage Height Record Card	MRO-ED-H	1 Jan 86
MRD 0753	Payroll Control Register	MRO-RM-C	1 Jul 88
MRD 0766	Negotiator's Report Covering Negotiations for Outgrants or Disposals	RE-M	1 May 67
MRD 0768	Relative Density Test Report	ED-L	1 Aug 67
MRD 0794	Request for Issuance of Government Bill of Lading	IM-C	Jun 70
MRD 0811	Interruption Report Affecting Power Delivery to USBR or SPA	MRO-OP	Sep 71
MRD 0828	Daily Operating Report	MRO-OP	1 Sep 80
MRD 0830	Protective Relay Operations	MRO-OP	1 May 72
MRD 0831	Quarterly Status Report	MRO-OP	1 Aug 74
MRD 0832	Operator Work Schedule	MRO-OP	1 May 72
MRD 0834	C02 Cylinder Weight Record	MRO-OP	1 Jun 72
MRD 0836	Governor Equipment Inspection	MRO-OP	1 Jun 72

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<u>FORM NO.</u>	<u>TITLE</u>	<u>OFFICE CEMRO-</u>	<u>EDITION DATE</u>
MRD 0837	Exciter and Collector Ring Inspection	MRO-OP	1 Jun 72
MRD 0838	Spillway and/or Outlet Discharge Report	MRO-OP	1 Jun 72
MRD 0843	Generator Unit Record Availability, Use & Outages	MRO-OP	1 Mar 73
MRD 0847	Daily Turbine Operating Report	MRO-OP	1 Sep 90
MRD 0850	Wastewater Treatment Report	MRO-OP	1 Sep 78
MRD 0861	Equipment Faulty Operation Report	MRO-OP	1 Feb 73
MRD 0877(E)	Encroachment Detection and Action Record	RE/CO-O	22 Mar 74
MRD 0882	Laboratory Test Request	ED-L	1 Jun 74
MRD 0882a	Laboratory Test Request	ED-L	1 Jun 74
MRD 0886(E)	Civilian Permanent Change of Station	MRO-HR	15 Feb 94
MRD 0888	Oil Filtering Record	MRO-OP	15 Aug 74
MRD 0896(E)	Publications Processing Form	MRO-IM-C	1 Nov 93
MRD 0912(E)	Request for Purchase of Library Material	MRO-IM-C	1 Nov 93
*MRD 0915(E)	Personnel Clearance Record	HR	1 Sep 94
MRD 0927	PAO Mailing Folder	PA	15 Nov 76
MRD 0927a	Regulatory Mailing Folder	ED-R	1 Jan 94
MRD 0929	Request for Micrographics	MRO-IM-S	1 Jan 94
MRD 0931(E)	Job Analysis Interview	MRO-HR	15 Feb 94
MRD 0932(E)	KSA Definition Sheet Survey	MRO-HR	15 Feb 94
MRD 0933(E)	Internal Merit Staffing Ranking Sheet	MRO-HR	15 Feb 94
*MRD 0934	Applicant Supplemental Questionnaire - KSA	MRO-HR	1 Aug 86
MRD 0939(E)	KSA Determination Sheet	HR	15 Feb 94
MRD 0941	Paint Sample Identification (Label)	MRO-CD	1 Mar 77
MRD 0947	Lease Collection Record	MRO-RM-F	1 Jan 78
MRD 0959	Small Business, Small Disadvantaged Business and Women-Owned Business Report	CT	1 Apr 81
MRD 0960a/b/c	Request for Medical Testing	SO	1 Oct 90
MRD 0966	Radiation Exposure Report	SO	1 Sep 84
MRD 0970	Missouri River Transmittal	RM-F	1 May 87
MRD 0973a/b/c	Medical Surveillance Exam	SO	1 Oct 90
MRD 0974	Compilation of Audiogram Data	SO	31 Mar 92
MRD 0975	Instruction to Contractor or Grantee	MRO-RE-M	1 Oct 90

* Subject to the Privacy Act

SECTION V

OMAHA DISTRICT & MISSOURI RIVER DIVISION MEMORANDUM FORMS

<u>FORM NO.</u>	<u>TITLE</u>	<u>OFFICE CEMRO-</u>	<u>EDITION DATE</u>
MF 78(E)	Request for Consideration for Vacant Position	HR	1 Dec 93
MF 92	Contract No.	CD	15 Jul 89
MF 94(E)	Mailing of Checks	RM-C	1 Dec 93
MF 125	Distribution of Real Estate Documents	RE	1 Jan 89
MF 155	Contract Completion Report RCS	CT-P	1 Jan 90
MF 156	Duty Appointment	IM-C	1 Jan 89
MF 158(E)	Request for Orders/Appointments	IM-C	15 Feb 94
MF 173	Contract Modification Request	CD-C	1 Sep 89
MF 175	Board/Committee/Council Appt	IM-C	1 Jan 89
MF 200	Travel Order (DD Form 1610)	LM-S	1 Mar 91
MF 206	Campground Credit Voucher/Refund Request	OP-N	1 Jan 90
MF 207	Engineer As-builts	ED-A	1 Jun 89
MF 210	Approval to Advertise	ED-MD	1 Jun 92

APPENDIX B
NUMERICAL LIST - OBSOLETE FORMS
SECTION I
MRO FORMS

<u>FORM NO.</u>	<u>TITLE</u>	<u>EDITION DATE</u>
MRO 379	Investigation of Sources of Supply of Stone, Gravel & Sand	1 Mar 60
MRO 644	Contract Record (Modification)	1 Apr 72
MRO 664	Daily Generator & Turbine Operating Report	1 Sep 80
MRO 665	Daily Line and Transformer Report	1 Jun 86
MRO 667	Daily Turbine and Heat Pump Report, Fort Randall	1 Sep 80
MRO 673	Weekly Reservoir Record	1 Feb 74
MRO 722	Unsuccessful Bid Notice	1 May 74
MRO 766	Photographic Captions	15 Dec 75
MRO 782	Finding of Fact to Supply Division	Jul 70
MRO 799	Transmission Line MW, MVARs, and Plant Generation	1 May 78
MRO 812	Report of Contract Awards	Sep 70
MRO 884	Unit Transformer Record	1 Aug 78
MRO 885	Daily Generation Operating and Station Meter Report	1 Jan 67
MRO 886	Daily Transmission Report (Garrison)	1 Oct 72
MRO 889	Daily Turbine Floor and Generator Operating Report	1 Jan 67
MRO 913a	Dam Hydro Report	1 Jun 68
MRO 969	Observation Record Stream Gage	1 Jul 61
MRO 1023	Daily Generator Operating Report	1 Feb 77
MRO 1024	Daily Transmission Report (Pierre)	1 Feb 80
MRO 1025	M W Peak Generation and Time	1 Mar 62
MRO 1063a	Supplemental Agreement to Right of Entry	1 Feb 69
MRO 1091	Transmittal of Funds	15 Dec 75
MRO 1097	24 Month Projected Construction Program	1 Oct 80
MRO 1097a(1)	24 Month Projected Construction Program Flat Rate Work - Military	1 Oct 80
MRO 1097a(3)	24 Month Projected Construction Program Projects Performed at Cost - Military	May 71
MRO 1097b	24 Month Projected O&M Program Civil	Aug 67
MRO 1097c	Continuation Sheet - 24 Month Projected Program	1 Aug 67
MRO 1097c(1)	Continuation Sheet - 24 Month Projected Program	1 Oct 80
MRO 1097d	24 Month Projected Construction Program	1 Oct 80
MRO 1097e	Summary Sheet	1 Oct 80
MRO 1124	Owner's Acknowledgment of No Damage	1 Jan 69
MRO 1137	Termination by Mutual Agreement	11 Mar 74
MRO 1144	Maintenance Record Card	15 Mar 76

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<u>FORM NO.</u>	<u>TITLE</u>	<u>EDITION DATE</u>
MRO 1160	Bid Informalities	Jan 69
MRO 1201	Lake Project Monthly Visitation Data	1 Oct 80
MRO 1206	Conduit and Cable Schedule	1 Mar 65
MRO 1258	Modification Processed and Pending (Monthly)	1 Feb 84
MRO 1288	Data Work Sheet Left Abutment Pressure Relief Wells	1 Oct 73
MRO 1333	Employment and Mobility Agreement	1 Nov 73
MRO 1341	Contract Inventory for Month of	1 Sep 67
MRO 1362	Frequency Relay Test Report	1 May 84
MRO 1383	Density Determination	1 Jan 69
MRO 1393	Certificate	Jan 69
MRO 1446	Bi-Monthly Inspection Report of Reservoirs	1 Oct 78
MRO 1462	Board Awards, Summary of Action - Review of Contract/Mod	Jul 73
MRO 1494	Record of Fuel Dispatched	Feb 71
MRO 1535	Modification Status	Dec 71
MRO 1543	Notice to Contractor on Use of ENG Form 3938	1 Feb 84
MRO 1544	Modification Assignment Record	1 Feb 86
MRO 1562	Quality Assurance Daily Report of Construction	1 Jan 76
MRO 1568	Inlease Termination Record	1 Jul 80
MRO 1574	Personnel Staffing Estimate	1 Mar 80
MRO 1575	Cost of Restoration and/or Damages Under Right of Entry	1 Oct 73
MRO 1585	Permit for Extension of Camping Period	1 Jun 74
MRO 1614	Abstract of Bids on Surplus Government Property	1 Aug 75
MRO 1618	PAO Card Forwarding Requested Material	1 Apr 83
MRO 1620	Selection/Promotion Roster	15 Dec 75
MRO 1621b	General Purpose Work Sheet (14 x 8-1/2)	1 Jan 76
MRO 1621c	General Purpose Work Sheet (8-1/2 x 14)	1 Jan 76
MRO 1621d	General Purpose Work Sheet (14 x 8-1/2)	1 Dec 83
MRO 1631	Collocation Report	1 Mar 81
MRO 1635	General Purpose Data Form (Key punch)	15 Mar 76
MRO 1654	Supplement Agreement Form - Termination by Mutual Agreement and Cash Settlement in Lieu of Physical Restoration	15 Sep 76
MRO 1682	WPC Request for Service	1 Oct 83
MRO 1684	Start-Up Certification Sheet	1 Dec 77
MRO 1685	Densitometer Certification	1 Dec 77
MRO 1688	Start of Roll Sheet	1 Jan 78
MRO 1689	Cover Sheet for Engrg Files	1 Jan 78
MRO 1699b	Micrographics Worksheet - Description of Proposed System	1 Mar 78
MRO 1700	Microfilm Process Control Chart	1 Apr 78

<u>FORM NO.</u>	<u>TITLE</u>	<u>EDITION DATE</u>
MRO 1703	Surging and Development Form	1 Jun 78
MRO 1704	Pumping Test Form	1 Jun 78
MRO 1705	Standard Rate Batch Control	1 Aug 78
MRO 1712	Quick Copy Request	1 Apr 87
MRO 1715	Position Evaluation Summary	1 Feb 79
MRO 1724	AE Evaluation of Architect-Engineers	1 Mar 88
MRO 1727	Suspended Sediment Sampling Program	1 Jun 79
MRO 1727a	Special Studies and Reports	1 Jun 79
MRO 1727b	Reservoir Sedimentation Investigation	1 Jun 79
MRO 1727c	Water Quality and Sediment Inspection Program	1 Jun 79
MRO 1732	Micrographics Machine Log	Oct 79
MRO 1734	Inspection Report of Contract Drilling	1 Dec 79
MRO 1738	S&M Schedule Rev-Current Budget Year	1 Oct 87
MRO 1739	Five Year Program Schedules	1 Mar 80
MRO 1741	Micrographics Time Sheet	1 Apr 80
MRO 1742	Proof of Citizenship for Security Clearance Applicants	1 Apr 80
MRO 1744	Official Time for Representational Functions	1 Jul 83
MRO 1748	CofE Energy Rpt DEIS-I Energy Consumption	1 Sep 83
MRO 1748a	CofE Energy Rpt DEIS-II and Non-Energy	1 Sep 83
MRO 1750	Requisition Log	1 Mar 89
MRO 1751	Micrographics Center Work Assignment Sheet	1 Aug 80
MRO 1752	Chatfield Reservoir Dam Tender's Report	1 Aug 80
MRO 1753	Federal Agency Mailing List	1 Apr 83
MRO 1760	Golden Access Passport Certification	1 Apr 82
MRO 1773	Record of Golden Access Passports Issued	1 Apr 82
MRO 1776	Offer to Lease	1 May 82
MRO 1787	Library Reminder	1 Mar 88
MRO 1799	Operation and Management - Yearly Action Plan	1 Dec 84
MRO 1802	Public Hearing Attendance Record	1 Dec 87
MRO 1816	Omaha District Brochure Checklist	1 Dec 85
MRO 1818	Security Warning Label	1 Dec 85
MRO 1819	Five Year Management Plan	1 Dec 85
MRO 1820	Unit Descriptions	1 Dec 85
MRO 1821	Inventory - Management Unit No.	1 Dec 85
MRO 1822	Annual Work Project Plan	1 Dec 85
MRO 1828	Request for Lazer Printing	1 Aug 86
MRO 1839	Dispute Analysis Board Claim Review and Recommendation Content Items	1 Jan 88
MRO 1841	Delivery Order Proposal and Acceptance	1 Apr 88
MRO 1849	Transfer of Computer Equipment	1 Oct 89

MRO PAM 25- 1- 1
APP B
1 Oct 94

<u>FORM NO.</u>	<u>TITLE</u>	EDITION <u>DATE</u>
MRO 1850	Request for Use of Training Facility	1 Feb 90
MRO 1851	Special Event Permit	1 Apr 90
MRO 1859	Individual Work List	1 Apr 91
MRO 1970	Computer Upgrade Order (Temp)	1 Aug 93

SECTION II
MRO/MRD FORM LETTERS

<u>FORM NO.</u>	<u>TITLE</u>	<u>EDITION DATE</u>
MRO FL 77	Request for Emergency Repairs of Flood Damage Works	1 May 88
MRO FL 139	Carrying Letter for Orders of Maps and Charts	1 Feb 81
MRO FL 145	Appointment Offer	1 Jun 87
MRO FL 165	Reply to Inquiry of Employment	1 Jul 86
MRO FL 184	Letter to Doctor	1 Jul 83
MRO FL 243a	Notice of Cancellation	1 Oct 86
MRO FL 243b	Notice of Cancellation of Lease	1 Jul 86
MRO FL 243c	Notice of Cancellation	1 Feb 87
MRO FL 274	Inquiry of Availability for Employment	1 Feb 77
MRO FL 311	Notice to Navigation Interests - Missouri River Channel	1 Nov 86
MRO FL 321	Publications Request	1 May 88
MRO FL 332	Statement of Collection	1 Mar 90
MRO FL 334	Job Offer Letter	1 Jul 83
MRO FL 335	Letter to Doctor	1 Jul 83
MRO FL 336	Notification of Transmittal of SF 2806	1 Jan 86

SECTION III
MRD FORMS

MRD 16	Soil Classification Record Sheet	Nov 75
MRD 72	Sieve Analysis of River Sediment	Jan 71
MRD 115	Report on (to be filled in by Engineer preparing report)	May 70
MRD 737	Triaxial Compression Test of Rock	1 Mar 85
MRD 769	Shear Stress/Normal Stress Test Form	1 May 80
MRD 769a	Residual Direct Shear Test Report	1 Dec 85
MRD 791	Service Call Register	Mar 70
MRD 795	Reservoir Summary	Jul 70
MRD 807	Processing Record of Forms	1 Sep 77
MRD 845	To Speed Our Reply	1 May 88
MRD 956	Consolidation Test-Time Curves	1 Aug 85
MRD 957	Project Record	1 Dec 83
MRD 959	Gradation Curves	1 Feb 88
MRD 960	Microcomputer Hardware Software Request	1 Jan 90

SECTION IV
MRD STANDARD FORMS "O" SERIES

<u>FORM NO.</u>	<u>TITLE</u>	<u>EDITION DATE</u>
MRD 041	Record of Files Driven or Pulled and Bank Graded	1 Jul 65
MRD 068	Computation Sheet	15 Oct 57
MRD 0103	Mechanical Analysis	1 May 62
MRD 0156b	Public Notice Mailing Permit	1 Jan 81
MRD 0156b(1)	Mailing List Verification	15 Oct 88
MRD 0679	Lease Payment Record	1 Oct 77
MRD 0765	Compliance Report	15 Apr 67
MRD 0810	Acquisition Docket Sheet	Sep 71
MRD 0815	Job Request (SNUMB)	1 Feb 79
MRD 0821	Permanent Adjustments	1 Apr 87
MRD 0833	Foxtran Coding Sheet	1 May 72
MRD 0835	Phase Angle Reading	1 Jun 72
MRD 0839	Generation in Kilowatt - Hours	1 Jun 72
MRD 0854	Permitted Floating Facility Inspection (Boat Docks)	1 Mar 73
MRD 0860a	Civil Real Estate Acquisition Automatic Data Processing Key punch Transition Document	1 Aug 73
MRD 0860b	Military Real Estate Acquisition Automatic Data Processing Key punch Transition Document	1 Aug 73
MRD 0870	COEMIS Position Action Input Sheet	1 Mar 86
MRD 0884	Records Management Survey Checklist	1 Apr 84
MRD 0885	Organization Position Chart	1 Sep 74
MRD 0903	Request for Review and Comment	1 Apr 83
MRD 0918	Notice to Navigation Interests	1 Nov 86
MRD 0923	Reproduction Record	15 Jun 76
MRD 0928	Micrographics Work Log	15 Nov 76
MRD 0930	Telephone Directory Information Slip	1 Jun 78
MRD 0937	Structural Interview	1 Jan 77
MRD 0938	Selection Interview	1 Jan 77
MRD 0942	Cyclic Triaxial Shear Test Results	1 Apr 77
MRD 0967	Nudet Report	1 May 86
MRD 0968	All Purpose Checklist	1 May 86
MRD 0969	Study Cost Estimate	2 Mar 87
MRD 0971	Model Installation Proposal	1 Jan 89
MRD 0972	Roentgenographic Interpretation	1 Oct 89

SECTION V

MRO/MRD DISPOSITION/MEMORANDUM FORMS

<u>FORM NO.</u>	<u>TITLE</u>	<u>EDITION</u> <u>DATE</u>
MF 69	Request for Release	1 Jun 89
MF 105	Request for Review and Comment	10 Feb 91
MF 163	Record Transmittal and Receipt	1 Aug 89
MF 173A	Request for Modification Cost Estimate	1 Sep 89
MF 208	Lost Effort on Air Force Projects	1 Jun 89
MF 209	Bid Opening Data Sheet (Award sCWE)	1 Sep 89
MF 211	Disposition of Official Records	1 Oct 90